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23 JUL 1963

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : OS Index Conversion Project

**REFERENCE : Memorandum dated 27 May 1963 from
Chairman, OS Policy Committee, to
Director of Security, Subject: Conversion
of OS Index**

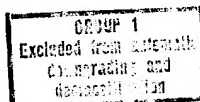
1. This memorandum submits a recommendation for your approval; this recommendation is contained in paragraph 5.

2. Recently I forwarded to your office a copy of the referenced memorandum wherein it was stated the conversion of 25% of the Office of Security Index would be initiated using provisionally cleared pool personnel with the remaining 75% to be accomplished by fully cleared personnel.

3. The pilot project demonstration based on a sampling of approximately 15,000 IBM cards, edited and punched from 3 x 5 cards, definitely indicated from a security point of view the need for fully cleared personnel to handle the entire conversion program because of the nature of the information on the 3 x 5 cards. Consideration was given to the use of a code sheet which would not disclose security information to provisionally cleared personnel, however, this course of action is not deemed feasible because more personnel would be required for the conversion project than the 30 employees (12 editors, 18 key punch operators and verifiers) previously recommended. In addition, the transcribing of information would greatly increase the error rate.

4. Experience gained during the pilot program has also pointed up inefficiencies in the use of temporary pool personnel which would

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prolong the conversion program. Taking everything into consideration and looking at the broad picture from a security and an efficiency point of view, the ADP Staff and this office are of the opinion the entire project could be completed in less than 18 months with 30 fully cleared employees assigned for the duration of conversion. It is anticipated reassignment of personnel to other Agency components or to some other automation project upon completion of the conversion would pose no problems from a personnel standpoint.

5. Therefore, based on the above facts, it is recommended that the conversion of the entire OS indices be accomplished with 30 fully cleared employees slots for which would be provided by DD/S with the project work conducted at Quarters Eye Building.

SIGNED

R. L. Bannerman
Director of Security

The recommendation in paragraph 5. is approved.

Date

L. K. White
Deputy Director (Support)

Distribution:

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2 - DD/S

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